

30 September 1953

MEMORANDUM FOR: Colonel White

SUBJECT : O&M Survey of DD/P Administrative Functions

1. At present O&M is conducting a survey of the personnel, logistical, and budget and fiscal sections of the various area divisions. A survey of each of these activities is being made by an O&M personnel, assisted by a specialist from the Logistics, Personnel, and Comptroller's Offices.

2. The plan of action has been to take each division separately and, further, to handle each section individually. The work is discussed with the employees and a report written. This report not only discusses what is being done but what should be added or deleted in order that the section can perform its designated function more efficiently. The report for each activity, after review by O&M and concurrence by the specialist, is then given to the Chief, Administrative Branch, for comment. It is further proposed to give all comments, including the Branch Chief's, to [redacted]

25X1A

3. A review of several of these reports on personnel, logistics, and budget and finance for several divisions indicate to me that a great deal of unnecessary work is being done. Talks with several of the Administrative Branch Chiefs substantiate this belief. In the interest of economy and efficient operation, it is suggested that the survey proceed as follows:

a. Complete going through of all the divisions and sections but do this in a very routine way but looking at volume.

b. Discontinue preparing reports on each section.

c. Prepare in collaboration with the specialist the functions of a logistics section, a personnel section, a budget and finance section, and the office of the chief. These should be uniform for all divisions.

d. Determine personnel necessary to properly man these functions. At a later date, in conjunction with the Classification and Wage Division, job classification for each position should be written.

4. Copies of reports received to date are attached. If you concur in above, recommend O&M be so instructed.

133

78-4718
B7 Jul 1

[redacted]

25X1A